

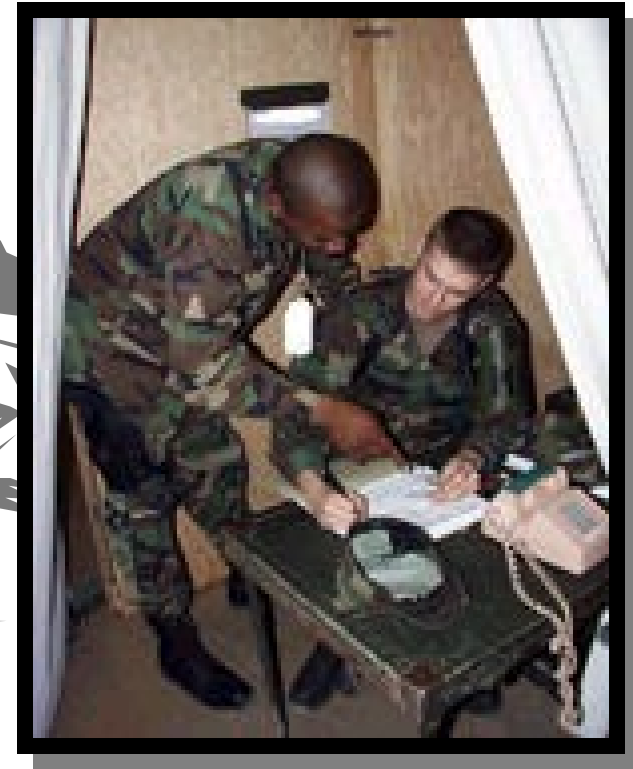


ADJUTANT GENERAL'S CORPS



CMF 42
MOS 42A

**Human Resources
Specialist**



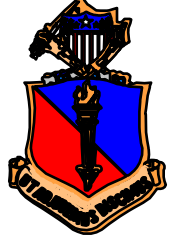
**FY07 Master Sergeant Selection Board
Proponent Information Packet**





ADJUTANT GENERAL'S CORPS

MOS 42A & 42L Consolidation



With the removal of PMOS 42L from the Army inventory effective 1 Oct 07/FY08, the following guidance is given as all eligible 42As and 42Ls will be competing against a consolidated select objective under 42A MOS:

- 42A and 42L Soldiers should be equally considered based on all the guidance provided. Many 42L SFCs have completed 42A transition training that may not be indicated in their records. Transition training may have been completed by on-line HR 42A certification course, ANCOC or BNCOC completion after 1 Jan 05. All 42Ls that have proven potential for promotion on their evaluations should be considered fully qualified to perform duties at the 42A MSG level regardless of 42A transition training completion.
- Within the past 24 months, 42L Soldiers are being assigned against 42A positions based on the consolidation of the two MOSs.
- Promotion selection should be based on Soldiers achieving/exceeding board standards and not on the PMOS the Soldier is currently serving in. Selection should be based on performance and potential.
- A current (slide #4) and future career pattern (slide #5) along with the career progression (slide #12) are inclusive in this packet for the CMF. The future career pattern will become effective 1 Oct 07. All Soldiers will be identified as Human Resources Specialist/Sergeants.





ADJUTANT GENERAL'S CORPS

CMF 42



Mission/Characteristics

42A The mission of the Human Resources (HR) elements is to coordinate timely and effective manpower and personnel support for commanders at all echelons to enhance the readiness and operational capabilities of the total force and ensure success across the full spectrum of military operations. This includes Joint, Inter-agency, Inter-government and Multinational operations. HR support covers all levels of war; strategic, operational and tactical.

The Human Resources Sergeant is to supervise, execute and standardize the Military Personnel Support System (MILPER system) and Administrative support to Human Resources Sustainment Centers (HRSC), Military Mail Terminal Team, Theatre Gateway Reception, Replacement, Redeployment Rest and Recuperation and Return to Duty (R5) Team, HR Company HQs, Postal Platoons, R5 Platoon/Teams, Casualty Platoon/Liaison Teams, Battalions, Brigades, Divisions, Corps, Installations, MACOMs, HQDA, and DOD Agencies, including non-standard organizations*.

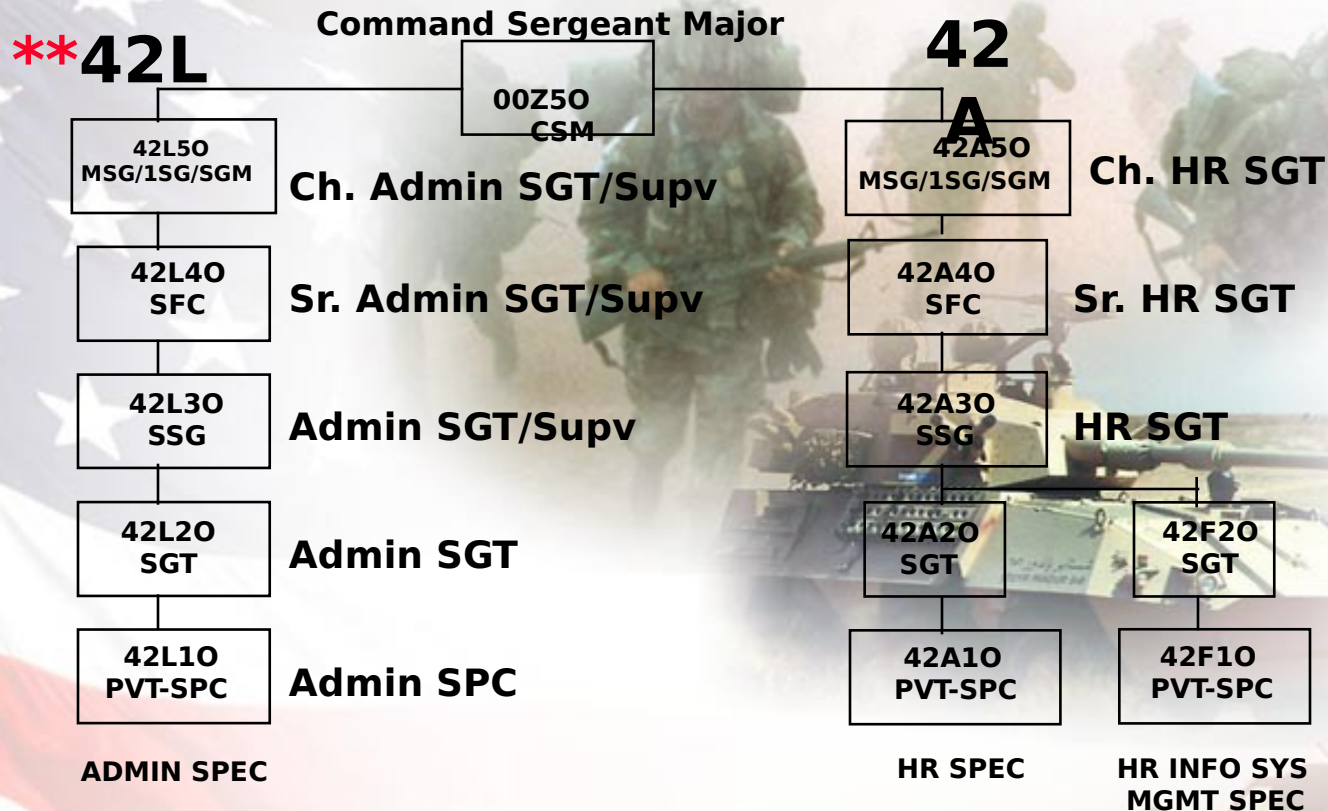
*Non-standard organizations within the MILPER system include, but are not limited to, MACOMs, service schools, special operations groups, and other tactical and non-tactical major command headquarters.





ADJUTANT GENERAL'S CORPS

Current CMF 42 Career Pattern



CAREER PATTERN: Human Resources Information Systems Management Specialist (42F) merges at Staff Sergeant and converts to 42A, Human Resources Sergeant. ****MOS 42L will officially be merged with MOS 42A on 1 Oct 07 (FY08)**

On Point for the Nation . . . Persuasive in Peace, Invincible in War



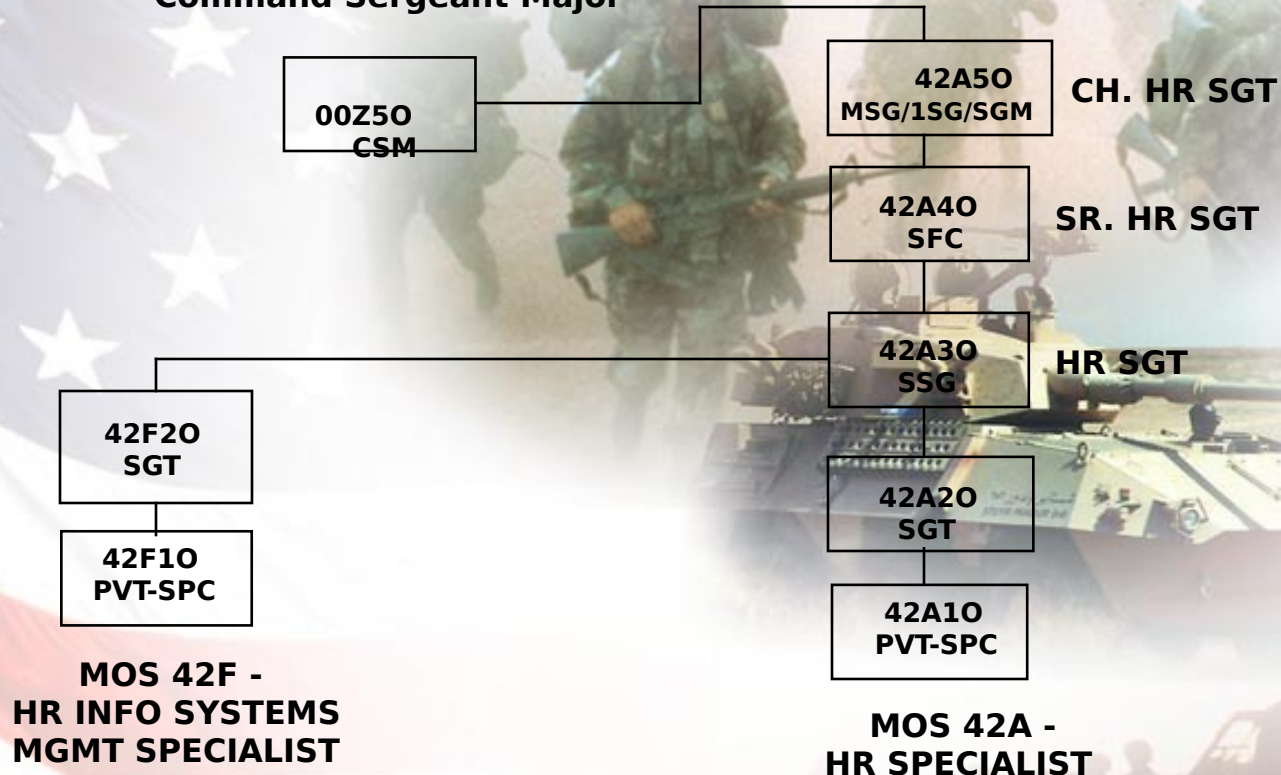


ADJUTANT GENERAL'S CORPS

Future CMF 42 Career Pattern-MOS 42A/42F



Command Sergeant Major



CAREER PATTERN: Human Resources Information Systems Management Specialist (42F) merges at Staff Sergeant and converts to 42A, Human Resources Sergeant. **MOS 42L will officially be deleted on 1 Oct 07 (FY 08).

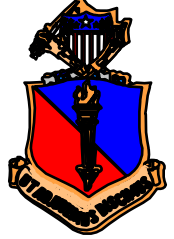
On Point for the Nation . . . Persuasive in Peace, Invincible in War





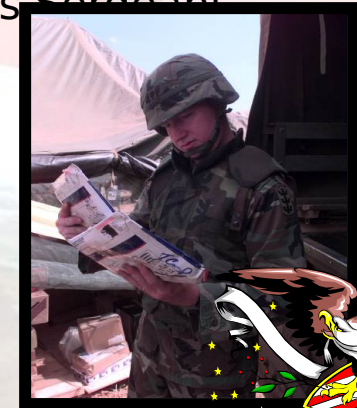
ADJUTANT GENERAL'S CORPS

MOS 42A - Description



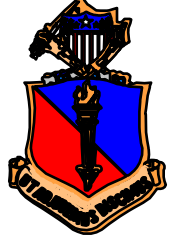
MOS 42A50 – Chief, Human Resources Sergeant supervises personnel and administrative support operations and provides technical guidance and expertise to every echelon of the command across the Department of Defense. These positions range from Battalion, Brigade, Division, Installation, Corps, Theater, HQDA, DOD, or Joint level. Major responsibilities of Chief, Human Resources Sergeant include:

- **Replacement Operations**
- **Personnel Accounting and Strength Reporting**
- **Casualty Operations Management**
- **Personnel Information Management**
- **Personnel Readiness Management**
- **Postal Operations**
- **Planning and organizing all administrative policies and procedures**
- **Essential Personnel Services (Functions)**
- **Maintaining classified documents/containers, managing correspondence, publications, files, postal operations, and distribution.**
- **Use and manage Human Resources management systems - EDAS, TOPMIS, PERNET, eMILPO, eHRS, DTAS, TPS, and DCIPS**
- **Inspecting, training, improving, and providing technical oversight for all aspects of administrative operations.**
- **Morale, Welfare, and Recreation and Community Support**





ADJUTANT GENERAL'S CORPS



MOS 42A - Description

Chief, Human Resources Sergeant-42A5

Supervises the functions and activities of Human Resources (HR) support; Soldier readiness, personnel information, personnel accounting and strength reporting, postal operations, R5 deployment operations, replacement and casualty operations management. Supervises and standardizes performance of administrative functions or similar elements at division, comparable, or higher level headquarters. Inspects subordinate units and makes recommendations for elimination of deficiencies or improvement of Human Resources Operations. Manages the functions of Human Resources Specialist/NCO (42A) and Human Resources Information Systems Management Specialist (42F).





ADJUTANT GENERAL'S CORPS

MOS 42A - Career Enhancing Assignments



MOST CHALLENGING HIGH RISK ASSIGNMENTS :

- S1 Human Resources Sergeant/Platoon Sergeant
- Strength Management NCO - Division or Corps
- First Sergeant/Detachment Sergeant
- Postal Platoon Sergeant /Supervisor/Inspector (ASI F4)
- Recruiter
- Instructor or Small Group Leader, Army Service School or NCO Academy
- Drill Sergeant
- Proponent NCO/Career Management NCO
- SGS/Protocol NCO
- Observer/Controller
- Operations Sergeant - Per Group/PSB
- Professional Development NCO
- AC/RC Advisor with Title XI (Responsibilities)
- Security Management NCO

ARMY WIDE CHALLENGING MEDIUM RISK ASSIGNMENTS:

- BN S1 SR Human Resources Sergeant
- Recruiter
- Instructor Army Service School
- Drill Sergeant
- Small Group Leader (ANCOC/BNCOC)
- Proponent NCO/Career Management NCO
- AC/RC Duty (Title XI)
- Equal Opportunity Advisor
- Inspector General

CHALLENGING ASSIGNMENTS:

- Human Resources Sergeant/Admin NCO at MACOM/DOD/Joint Staff
- Manpower/Force Development NCO (ASI A3)
- Branch/Section NCOIC (AG Related Functions)
- Writer/Developer Army Service School
- Battalion Operations Sergeant
- Inspector General NCO
- Equal Opportunity Advisor
- Courier
- Personnel Assistance and Training Team NCO

QUICK REFERENCE CHART

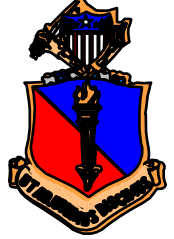
| | |
|-------------|--------------------|
| ASI | E3, F4, F5, A3, 2S |
| SQI | B, M, 8, X, P, Q |
| TDA | 49% |
| TOE | 51% |
| INST | 41 (1.8%) |
| DS | 54 (2.4%) |
| FOA RECR | 124 (5.5%) N/A |

(Note: Career Enhancing Assignments are not listed in order)





ADJUTANT GENERAL'S CORPS



GWOT ASSIGNMENTS

Many of our CMF 42 NCOs and Soldiers are currently serving in units that are deployed to

Iraq and Afghanistan to fight the Global War on Terrorism. Not all of our Soldiers and NCOs are given the opportunity to serve in deployed organizations and the lack of assignments to those organizations should not be a limiting factor in determining a Soldiers potential for advancement.

The following assignments accomplish critical battle space core competencies and perform essential services that are the mission of NCOs in CMF 42:

- Div/Bde/Bn G1/S1 NCOIC
- Casualty Reporting NCO
- Postal Platoon Sergeant
- Replacement Operations NCOIC
- Unit/Organization Strength Manager





ADJUTANT GENERAL'S CORPS

MOS 42A - Civilian Education



The Civilian education levels for Skill Level 4 is varied. The below numbers depict the civilian educational level for both 42A and 42L. Overall enrollment and completion of degree programs is healthy in the CMF.

- 5% Master's Degree
- 20% Bachelor's Degree
- 26.4% AA Degree
- 31% 2 yrs college (60 SH/No Degree)
- 17% HS diploma or equivalent
- 1% Non HS grad

Civilian education by itself does not determine promotion potential; however, it is a good indicator of an NCOs desire to excel and professionally develop themselves as leaders. When reviewing civilian education, attention should also be given to the demands of job positions that NCOs have held.

The military course listed below can be evaluated for awarding of college semester hours for civilian education:

- ANCOC -completed
- Manpower and Force Development Course (ASI A3)
- Battle Staff Course (ASI 2S)
- Executive Administrative Assistant (ASI E3)
- Postal Supervisor/Operations Course (ASI F4/F5)
- First Sergeant Course (SQI M)
- Recruiter (SQI 4)
- Drill Sergeant (SQI X)
- Instructor (SQI 8)
- EO Advisor (SQI Q)

The Career Development Model recommends AA/AS by the 10th year of service and a BA/BS by the 15th year of service.





ADJUTANT GENERAL'S CORPS

MOS 42A - Unique Characteristics



✓ **PROFICIENCY IN FEEDER MOSs:** NCOs in this MOS must be technically proficient in each feeder MOS tasks (42A, 42F and 42L) to properly perform their duties.

✓ **POSTAL NCO/SUPERVISOR (ASI F5/F4):** These positions are found predominately in the TOE/MTOE environment. The majority of authorizations are overseas (63%). These duties are performed in a high-stress, fast paced, and often deployed environment.

✓ **TOE VS. TDA ASSIGNMENTS:** Authorizations at SSG and SFC are approximately 51% in TOE and 49% in TDA. The majority of MSG/1SG positions are in TDA units. NCOs should have a variety of assignments in TDA and TOE; however, they should not be penalized for serving in TDA only positions at the senior NCO grades.

✓ **SECURITY MANAGEMENT NCOs/COURIERS:** NCOs serving in special security management positions within DOD and Joint agencies that have a requirement for TS/SCI must maintain exceptional standards of personal and professional conduct. These positions include personnel security, information security, and physical security requirements. The tremendous level of responsibility inherent in these positions should be considered positively during board deliberations.

✓ **SPECIAL DUTY POSITIONS:** Recruiter, Drill Sergeant, EO Advisor, AC/RC and Instructor positions are limited in CMF 42 (see below). Many qualified CMF 42 Soldiers may not serve in special duty positions because of the limited authorizations. CMF 42 First Sergeant assignments are found in the Military Entrance Processing Command, Human Resources or Postal Companies. Additionally, CMF 42 Soldiers may also serve in Executive Administrative (E3) or Manpower/Force Development (A3) NCO positions. Those who performed successfully have demonstrated exceptional duty performance.

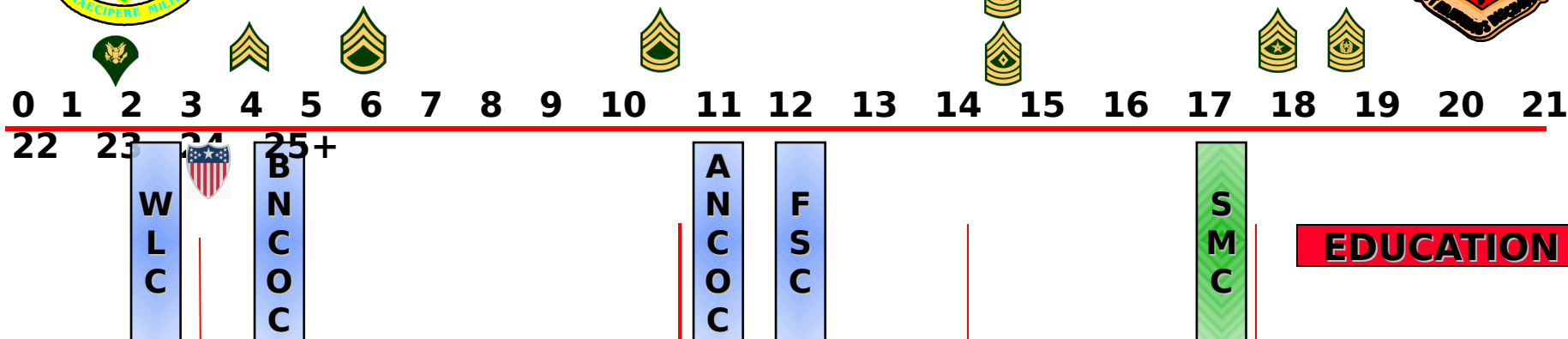
| | DRILL SGT AUTHS | RECRUITER AUTHS | INSTRUCTOR AUTHS | EOA AUTHS | 1SG AUTHS |
|-----|--------------------|--------------------|---------------------|--------------|--------------|
| SSG | 129 (4.8%) | 359 (13.3%) | 86 (3.2%) | NA | NA |
| SFC | 54 (2.4%) | NA | 41 (1.8%) | 124 (5.5%) | NA |
| MSG | NA | NA | 8 (1.3%) | 27 (4.5%) | 135 (22.5%) |

(x.x%) = Percent of authorizations for that grade based on total authorizations





CMF 42 Lifecycle Development & Utilization ADJUTANT GENERAL'S CORPS



Typical Assignments

| PZ SFC | | | PZ MSG | | PZ SGM |
|--|--|---|---|--|---|
| SPC STAFF HR Spec R5, Postal, Casualty G1/S1 Section HR Info Sys Mgmt Spec SPECIAL CPL Recruiter Exec Admin Asst Attaché Spec | SGT STAFF HR SGT G1/S1 Staff NCO R5, Postal, Casualty - Team Chief HR Info Sys Mgmt SGT LEADERSHIP Drill Sergeant SQD/TM Ldr Section Ldr SPECIAL Recruiter (detailed) Exec Admin Asst Attaché NCO | SSG STAFF HR SGT Postal Supv G1/S1 Staff NCO R5, Postal, Casualty NCO LEADERSHIP Drill Sergeant AIT Instructor SGL, NCOA Squad Leader SPECIAL Recruiter (detailed) SSI TDD Writer/Dev Exec Admin Asst Attaché NCO IG NCO | SFC STAFF BN S1 SR HR SGT Corps/Div G1 Staff NCO HRC Branch Manager LEADERSHIP Detachment SGT R5, Postal, Cas PLT SGT AIT Course Director SR SGL, NCOA SR Drill Sergeant SPECIAL Recruiter (detailed) Career Mgmt NCO/Advisor EO Advisor IG NCO SSI TDD Writer/Developer AC/RC Advisor Attaché NCO | MSG/1SG STAFF BDE S1 SR HR SGT Corps/Div G1 Sec NCOIC HRSC Sec Chief HRC Branch NCOIC Strength Mgmt NCO LEADERSHIP HR Company 1SG MEPS 1SG Asst CMTD, NCOA Series Tng Chief, AIT SPECIAL EO Advisor IG NCO AC/RC Advisor Attaché NCO | SGM/CSM STAFF HRSC Div SGM Army G1 SGM TAGD SGM EPMD SGM G1/AG SGM HRC, Branch SGM Proponent SGM OPNS SGM LEADERSHIP Nominative CSM AG SCHOOL CSM MEPCOM CSM NCOA Commandant Garrison/ASG CSM SPECIAL EO SGM IG SGM |

MOS 42A/42F Unique ASI/SQL Positions: A3, E3, F4, F5, 2S, 7, 8, B, M, Q, X





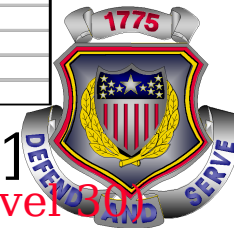
ADJUTANT GENERAL'S CORPS

MOS 42A/42F-Career Progression Plan



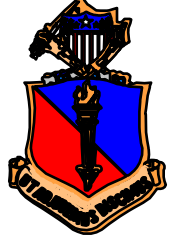
| RANK | PVT-SPC/CPL | SGT | SSG | SFC | MSG/1SG | SGM/CSM |
|---|--|--|--|--|---|--|
| Skill Level | SL 1 | SL 2 | SL 3 | SL 4 | SL 5 | SL 5 |
| RECOMMENDED DUTY ASSIGNMENTS | HR Spec R5, Casualty, Postal G1/S1Section HR Info Sys Mgmt Sp Exec Admin Asst Attache Spec CPL Recruiter | HR SGT G1/S1Staff NCO R5, Casualty, Postal - Team Chief HR Info Sys Mgmt Sgt Drill Sergeant Recruiter Exec Admin Asst Attache NCO SOD/TM Leader Section Leader | HR SGT Postal Supv G1/S1Staff NCO R5, Casualty, Postal NCO Drill Sergeant Recruiter SGL, NCOA SSI TDD Writer/Dev Exec Admin Asst Attache NCO AIT Instructor | BN S1SR HR SGT Corps/Div G1Staff HRC Branch Manager Detachment Sergeant R5, Cas, Postal Plt Sgt Course Director, AIT AIT Instructor Sr Drill Sergeant Recruiter Career Mgmt NCO/Adv EO Advisor IG NCO IG NCO SSI TDD Writer/Dev AC/RC Advisor Attache NCO | B de S1SR HR SGT Corps/Div G1Staff HRSC Sec Chief HRC Branch NCOIC Strength Mgmt NCO HR Company 1SG MEPS 1SG Asst Cmdt, NCOA Series Tng Chief AIT EO Advisor IG NCO AC/RC Advisor Attache NCO | HRSC DIV SGM Army G1SGM TAGD SGM EPM D SGM G1/AG/MPD SGM HRC, Branch SGM Proponent SGM Operations SGM EO SGM IG SGM Nominative CSMs AG School CSM MEP COM CSM NCOA Commandant Garrison/ASG CSM |
| INSTITUTIONAL TRAINING | BCT/AIT WLC | BNCOC | ANOC | SERGEANTS MAJOR COURSE | | |
| RECOMMENDED NCOES-RELATED COURSES | PRIOR TO WLC English Composition Basic Mathematics Computer Literacy | PRIOR TO BNCOC Comm Skills Pers Supervision Behavioral Science Speed Reading (LC) | PRIOR TO ANOC Principles of Management Organizational Behavior Information Systems Management Technical Writing | PRIOR TO SMC Research Techniques (Statistics) Human Resource Management | | |
| | | RECOMMENDED | Battle Staff NCO Course | First Sergeant Course | | |
| | Recommended Reading Standard: 10 | Recommended Reading Standard: 11.5 | Recommended Reading Standard: 12.5 | Recommended Reading Standard: 12.9 | | |
| | | | Achieve Army Writing Standard * | | | |
| RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES | SKILL LEVEL 10 Fundamentals of English Intro to Data Processing Business Math | SKILL LEVEL 20 English Composition II Computer Literacy Intro to Business Algebra Principles of Mgmt Fundamentals of Education Sustainment Tng Crs | SKILL LEVEL 30 Speech Supervisory Mgmt Computer Operations Algebra Educational Psychology Psychology of Learning Sustainment Tng Crs | SKILL LEVEL 40 Statistics Applied Mgmt Creative Writing Database Mgmt Political Science Office Automation World Geography | SKILL LEVEL 50 Behavioral Science Public Relations Business Communications Organizational Effectiveness Logic | |
| RECOMMENDED CMF-RELATED CERTIFICATION OR DEGREE GOAL | AA/AS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Tech | BA/BS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Technology | | | | |
| | BY THE 10th YEAR OF SERVICE | BY THE 15th YEAR OF SERVICE | | | | |

(** Note 42F Career Progression Plan merges to 42A at SSG/Skill Level 30)





ADJUTANT GENERAL'S CORPS

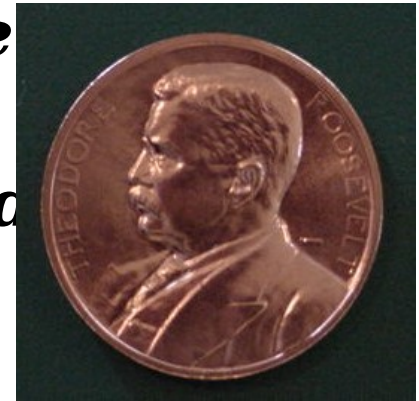


REGIMENTAL AWARDS

A comprehensive awards program recognizes exceptional performance and service by members of the AGCRA.

Awards available to include

- MG Horatio Gates (Gold)*
- MG Horatio Gates (Bronze)*
- AGCRA Achievement Medal*
- MG Winfield Scott Medal*
- President Benjamin Harrison Medal*
- President Theodore Roosevelt Medal*
- ~~Alexander Macomb Medal~~*





ADJUTANT GENERAL'S CORPS



REGIMENTAL AWARDS DESCRIPTION

- ❖ **Horatio Gates Gold and Bronze Medal:** This medal is struck by the United States Mint from the original die used in making the Gold Medal presented to Major General Horatio Gates by Congressional resolution to commemorate his victories over the British in the Battles of Bennington, Fort Stanwix, and Saratoga. These three key battles prevented the British from occupying the strategic Hudson Valley and isolating New England from other colonies. The purpose of this medal is to recognize the achievements and/or service of individuals who promote the objectives and purposes of the Adjutant General's Corps Regimental Association (AGCRA) and the Adjutant General's Corps (AGC) as set forth in the Constitution and Bylaws of the Association.
- ❖ **AGCRA Achievement Medal:** At the request of many Chapter Presidents, the AGCRA created a second award to recognize contributions to the Association and the AG Corps. The medal is struck from an original design drawn at Fort Benjamin Harrison. The purpose of this medal is to recognize outstanding achievements and/or meritorious service of individuals who promote the objectives and purposes of the AGCRA and the AG Corps as set forth in the Constitution and Bylaws of the Association. The AGCRA Achievement Medal is awarded for achievement and/or service of a lesser degree than required for award of the Horatio Gates Medal.
- ❖ **MG Winfield Scott Medal:** This award is for outstanding performance in leadership, academics, and physical fitness while attending advanced level training. The medal is struck by the U. S. Mint from the original die used in making General Scott's Congressional Gold Medal for his service as the Army Commander in Chief during the Mexican War of 1847. The purpose of this medal is to promote excellence in leadership, academics, and physical fitness by recognizing the overall outstanding graduates of advanced level professional development courses (e.g. ANCOG, AGCCC, and WOAC).





ADJUTANT GENERAL'S CORPS



REGIMENTAL AWARDS DESCRIPTION

- ❖ **President Benjamin Harrison Medal:** This award is for outstanding performance in leadership, academics, and physical fitness while attending basic level training. The medal is struck by the U. S. Mint from the original die used in making the Benjamin Harrison Presidential Medal in 1893. The award is presented in recognition of Fort Benjamin Harrison as the original home of the Adjutant General's Corps. The purpose of this medal is to promote excellence in leadership, academics, and physical fitness by recognizing the overall outstanding graduates of basic level professional development courses (e.g. BNCOC, AGOBC, and WOBC).
- ❖ **President Theodore Roosevelt Medal:** This award is for superior achievement in physical fitness. The medal is struck by the U. S. Mint from the original die in making the Theodore Roosevelt Presidential medal. President Roosevelt named Fort Benjamin Harrison the home of the AG Corps. He also established the first Army physical fitness test in the War Department, General Order #240, dated December 4, 1907, when he advocated that it is just as much the duty of those who serve their country to adopt such measures and pursue such habits as will maintain a physical condition fit for service to their country as it is to cultivate their minds and in fitting themselves for the intellectual duties of their profession. The purpose of this medal is to promote physical fitness by recognizing members of the Association who achieve a maximum score on the APFT.
- ❖ **Alexander Macomb Medal:** Alexander Macomb served as the Army's Adjutant General in 1812, and later as General in Chief of the Army from 1828 until his death in 1841. He was one of the first officers to receive formal military training at West Point. Major General Macomb was a Soldier/Scholar/General throughout his life publishing books and articles and becoming well known in his day for community involvement. He espoused the position that the commanding general should have active command of the whole Army including the staff bureaus, under loose supervision of the secretary of war; the increase of enlisted pay to discourage desertion; the augmentation of officers in the service branches to free line officer for field duty; relief for widows and orphans of regular officer victims of wounds and disease; and a system of officer retirement and replacement. The Alexander Macomb Award is a Commandant's Award given to deserving individuals/units/agencies whose contributions to the AG Corps are in keeping with the spirit of Major General Macomb's service to community.

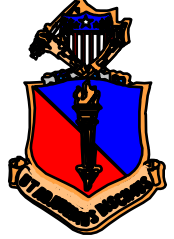




ADJUTANT GENERAL'S CORPS

MOS 42A & 42L

Promotion Potential Indicators



The following indicators should be considered when evaluating promotion potential for AG Corps NCOs to the grade of MSG:

- 42A and 42L Soldiers should be equally considered based on all the guidance provided. Many 42L SFCs have completed 42A transition training that may not be indicated in their records. Transition training may have been completed by on-line HR 42A certification course, ANCOC or BNCOC completion after 1 Jan 05. All 42Ls that have proven potential for promotion on their evaluations should be considered fully qualified to perform duties at the 42A MSG level regardless of 42A transition training completion
- Strong NCOERs reflecting outstanding duty performance and potential in a variety of assignments
- Served successfully in one of the most challenging duty assignments for a period of 18 months or more or 12 months if serving in a short tour area. Served successfully in a MSG position for a minimum of 6 months that is supported by a strong NCOER.
- Soldiers who have served successfully and completed a full tour as a Recruiter (Detailed for 36 months) or Drill Sergeant (Detailed for 24 months). Soldiers currently detailed to these duties should receive equal credit.
- Exceeded NCOES course standards (Honor Graduate, Commandant's List, Distinguished Leadership Award).
- Received distinguished recognition (NCO/Drill Sgt/Recruiter of the Year, Sergeant Audie Murphy Club, Sergeant Morales Club, AG Corps Regimental awards, etc.).
- Soldiers who have been awarded an SQI or ASI (B, M, 8, X, P, Q, A3, E3, F4, F5, 2S, etc.) have attended additional schooling and gained additional experience.
- Maintains high physical fitness standards and consistent compliance with height and weight standards.
- Demonstrated knowledge and technical proficiency in automated systems and equipment.
- Demonstrates high standards of conduct and adherence to Army values and Warrior Ethos.





ADJUTANT GENERAL'S CORPS



CMF 42A - Proponent POC:



CMF 42: SFC Victor Trinidad, Proponent NCO

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Proponency SGM: SGM Michelle J. Richardson

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Approved for release: 24 August 2006

**/Original Signed/
J. KELLY FAIN
CSM, AG
Regimental CSM**

**/Original Signed/
ROSE A. WALKER
COL, AG
Chief of the Corps**

